

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

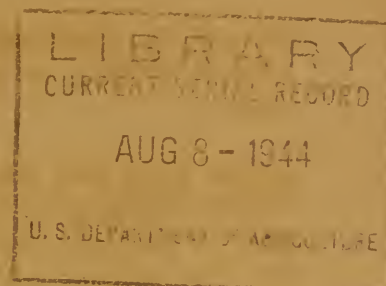
1,9422
G8C76
Cop. 3

WAR FOOD ADMINISTRATION
Office of Distribution
Washington 25, D. C.

June 30, 1944

GRAIN PRODUCTS BRANCH MEMORANDUM NO. 2
Supplement 1

Subject: Field Personnel Procedure



The following is quoted from Regional Personnel Instruction No. 50, dated June 21, 1944:

"1. Washington-Field Relationships.

The Chief of the Field Personnel Division shall be responsible to the Chief of the Washington Personnel Division. The internal organization of the Field Personnel Division will remain unchanged. Overall instructions and procedures will continue to be issued by the Washington Personnel Division.

"2. Personnel Actions.

Memoranda are being issued by the Branches and Divisions in Washington to:

- A. Indicate the types of personnel actions requiring their prior approval.
- B. Designate offices authorized to submit personnel actions to the Field Personnel Divisions.

The Washington Personnel Division will chart these schedules and submit outlined personnel action procedure to the Field Personnel Divisions for guidance.

"3. General.

Personnel documents previously requiring final approval or signature by the Regional Director will bear the final approval or signature of the Chief of the Field Personnel Division."

In accordance with the above instructions, the general plan of personnel procedure for field activities will be as follows:

Personnel recommendations will be forwarded by field offices directly to the appropriate Regional Personnel Officer. However, before any recommendation is submitted involving added financial obligations, transfers, new appointments, or similar actions, it will be the responsibility of the Officer in Charge to secure written or telegraphic administrative approval from the office to which he reports as outlined in Grain Products Branch Memorandum No. 2, dated May 29, 1944. General Field Headquarters will clear through Washington, securing Washington approval.

It is the responsibility of the Branch to know if funds are available, and that the appointment is justified under personnel ceilings, financial and other restrictions. These controls will be maintained by the

Branch at Washington. It is not the responsibility of the Regional Personnel Office to ascertain if budget and other requirements have been met.

Aside from the above procedures and controls, field offices, including Field Headquarters Offices, are encouraged to become acquainted with and to consult directly with Regional Personnel Officers whenever they are so located that the opportunity presents itself to the end that a close working relationship will promote smooth operation of the personnel work of the Office of Distribution.



E. J. Murphy, Chief
Grain Products Branch